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24 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Comptroller

SUBJECT : Plan for Continuing Essential Finance  
Functions During an Emergency

1. In order to be in readiness to continue essential financial services in the event of an emergency, the Comptroller's Office has completed the following preparations under the general agency plan:

a. Vital Documents - Essential "vital documents" are being stored on a current basis under the general agency plan, so that sufficient data will be available at the Emergency Relocation Center to assure continuity of essential financial functions in the event of an emergency.

b. Essential personnel - 20 key personnel have been selected to report to the Emergency Relocation Center in the event of emergency. All of these individuals have been briefed in accordance with your "Instructions to Emergency Force" dated 30 June 1951.

2. It is presumed that typewriters, adding machines, office furniture and supplies, reproduction facilities, etc. will be available at the Relocation Center under the general agency plan and that no special planning for that type of equipment on the part of the Comptroller's Office is necessary. It is requested, however, that specific provisions be made at the Relocation Center for installing a dual control safe to be used exclusively by the Comptroller's group in storing cash for use in the event of an emergency. This safe should be placed inside a restricted protected room or vault and adequate guard facilities provided to prevent unauthorized entrance. The combination to this safe would be known only to one key individual in the Comptroller's Office. However, the combination would be placed in Vital Documents under seal so that entry could be obtained by proper

DDO	7	REV DATE	07/04/81	BY	018995
DATE COMP		CPI	08	TYPE	01
ORIG	Approved For Release 2001/04/06 : CIA-RDP80-01240A000400130011-3				
JULY	21	NEXT REV	2011	OSIN	DA 10-2

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authorities in the event of emergency. With your approval we propose to place in this safe the following:

a. Emergency Reserve Funds - [REDACTED] in U. S. Currency ( $\frac{4}{5}$  in denominations of \$20 and  $\frac{1}{5}$  in denominations of \$10, \$5 and \$1). These funds would be used to assure continuity of financial support in an emergency until such time as other sources of funds could be established.

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b. Provision for basic Emergency Bookkeeping - A set of basic financial books in blank and a small supply of basic receipt and voucher forms. This would enable us to disburse funds immediately under such emergency conditions as existed and still maintain an accurate orderly record of such transactions.

c. Forms and Basic Records - A sample copy of salary tables, etc., and a sample of each agency financial form. These forms together with the "vital documents" would enable us to gradually formalize our financial system if the emergency developed into a permanent situation.

3. Thus far no orders have been issued on an agency basis as to the instructions to be given in an emergency to employees, other than those selected individuals who are to report to the Relocation Center. In the absence of an agency plan covering this phase of action in event of emergency, it is proposed that we be permitted to designate two potential contact or rallying points for "stay behind" personnel". One point at the home of an employee who resides in Maryland and another at the home of an employee who resides in Virginia, both points being outside the 10-mile radius of Washington. It is further proposed that we be permitted to brief these two employees as to their "contact" responsibilities so that appropriate instructions can be issued through them to the "stay behind" employees, at the proper time.

4. Your approval of the proposals outlined in paragraphs 2 and 3 above is requested in order that we may take immediate action to complete our emergency plans.

E. R. SAUNDERS

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